



PENALTY CHARGE NOTICE (PCN)

«Corresp_Title» «Corresp_ForeName» «Corresp_Sur
«Corresp_Business_Name»
«Corresp_Address_Line_1»
«Corresp_Address_Line_2»
«Corresp_Address_Line_3»
«Corresp_Address_Line_4»
«Corresp_Town»
«Corresp_County»
«Corresp_Post_Code»

Penalty Charge Notice Number (PCN):
«Notice_Number»

Date of this Notice and date of posting:
«Printed_Date»

(Date of Service is taken as 2 working days after
this date)

This notice has been served on you because it appears to Stockport Metropolitan Borough Council that you are the owner/keeper/hirer of: Vehicle Registration Number: «Notice_VRM» Make: «Notice_Make» Colour: «Notice_Colour»

Traffic Management Act 2004, s78: «Notice_Legal_Act»

And the following alleged contravention occurred:

Contravention: : «Notice_Contravention_Code» : «Notice_Contra_Long_Desc»

Location : «Notice_Issue_Location», «Notice_Area_Name»

Date of Detection : «Notice_Contravention_Date»

Time of Detection : «Notice_Contravention_Time»

This Notice is served on the basis of a record produced by an approved device. The alleged contravention was recorded at the time of detection by the device and is supported by photographic and video evidence (please see photographic evidence below).

A penalty charge of £«Notice_Original_Penalty» is now payable and must be paid not later than the last day of the period of 28 days beginning with the date of service of this notice. This Notice will be taken to have been served on the second working day after the day of posting (as shown above) unless you can show it was not.

The penalty charge will be reduced by a discount of 50% to £«Notice_Discount_Penalty_1» if it is paid not later than the last day of the period of 21 days beginning on the date of service of this Notice.

As this penalty charge has become payable because the contravention was recorded on an approved device you or your representative may make a written request to the Council to view the record produced by the approved device. This may be at any of the Council's offices of your choosing during normal office hours. Alternatively you may request the Council to provide you with such still images from that record which, in their opinion, establish the contravention.

Do not ignore this Notice

If you do not pay the penalty charge or make representations before the end of the 28 day period specified above the Council may increase the original penalty charge by 50% to £«Notice_Surcharge_Penalty» and take steps to enforce payment. Details of what to do next – How to Pay or Make Representations are shown overleaf.

HOW TO PAY THE PENALTY CHARGE

IF YOU WISH TO MAKE REPRESENTATION AGAINST THIS PCN DO NOT PAY AS THIS WILL CLOSE THE CASE

online at www.stockport.gov.uk/payments. Follow quick links from payments online.

by phone using a credit or debit card. The payment line (03004560487) is available Monday to Friday 9am to 4pm. Please have your card, vehicle details and PCN number ready.

HOW TO MAKE REPRESENTATIONS IN RESPECT OF THIS PENALTY CHARGE NOTICE

If you believe you have a good reason not to pay the Penalty Charge, you should write to us explaining why within 28 days of the date on which this notice was served, using the attached Representations Form. Representations which are made after the end of this 28 day period may be disregarded. This Notice will be taken to have been served on the second working day after the day of posting unless you can show that it was not. If you submit your representations late, you should explain why.

The representations may be made online at www.stockport.gov.uk/parking and using webcode «**Notice_Web_Code**»

The statutory grounds on which representations may be made are set out in the attached Representations Form, together with an indication of the information, which you should supply in support of your representations. It is important to provide all relevant information.

This Notice will be cancelled if one or more of the specified grounds is established. This Notice may be also be cancelled for other compelling reasons, even if none of the specified grounds apply. If the Notice is cancelled any sums already paid will be refunded.

If your representations are received in time or are received late but are taken into account, the Council will let you know its decision in writing within a reasonable time.

If your representations are rejected the Council will generally extend the period within which the reduced penalty charge may be paid. You also have the right to appeal against that decision to an independent adjudicator. Details on how to do this will be sent in the letter rejecting your representations.

The representations may be made by sending the completed Representations Form by: POST to Stockport Council – Parking Team, Stopford House, Stockport SK1 3XE. or EMAIL to parking@stockport.gov.uk; or ONLINE at www.stockport.gov.uk/parking information about Civil Parking Enforcement (including PCNs and NTOs) and cancellation guidance is available online at www.stockport.gov.uk or www.patrol-uk.info

Representations in respect of Penalty Charge

Traffic Management Act 2004, s78; «Notice_Legal_Act»

Vehicle Registration Number: «Notice_VRM»

Penalty Charge Notice Number (PCN):
«Notice_Number»

Date of Detection:
«Notice_Contravention_Date»

Date of this Notice and date of posting:

«Printed_Date»

THE SPECIFIED GROUNDS

If you think any of the grounds below applies, please indicate which by ticking the relevant box or boxes and provide any further details overleaf.

The alleged contravention did not occur. – *(Please explain why you believe the contravention did not happen or you believe an exemption to the regulations applies, for example you were forced to drive into the bus lane for some reason)*

The circumstances leading to the issue of the PCN are subject to criminal proceedings or a Fixed Penalty Notice (FPN) has been issued. – *(You should use these grounds if the matter has been dealt with by the Police or a FPN has been issued. Remember to include any supporting documentation with your representations.)*

I was never the owner of the vehicle in question

I was not the owner of the vehicle in question at the date and time of detection as I had ceased to be the owner before the detection date or became its owner after the detection date. - *(If you bought or sold the vehicle before or after the date and time of detection, you **must** give the new or former owner's name and address if you have it. Please complete the relevant box overleaf, and include any documents such as an invoice or bill of sale.)*

I was not the Hirer of the vehicle concerned at the date and time of the Detection/I was the hirer of the vehicle but I had not signed a statement of liability in respect of any PCN issued during the hire period – *(If you have been named by the car hirer company as the hirer of a vehicle at the date and of the detection but you dispute this or dispute that you signed a statement of liability, you should use these grounds and supply any documentary evidence you have in your possession to support you assertion.)*

I was the registered keeper of the vehicle in question on the date and time of the detection, however,

- We are a hire company and the vehicle was on hire under a hiring agreement and the hirer had signed a statement accepting liability for any PCN issued during the hire period.** – *(Please supply a copy of the signed agreement and supply the name and address of the hirer in the relevant box overleaf.)*
- The vehicle was being kept by a vehicle trader at the date and time of the detection.** – *(If you were not the keeper at the time of the contravention as the vehicle was being kept by a vehicle trader you should complete the relevant box overleaf and enclose a copy of any documentary evidence you may have.)*
- The vehicle was being used without my consent at the date and time of the detection.** – *(If the vehicle had been stolen or taken without your consent please provide details of the police crime reference or insurance claim.)*

The penalty charge exceeded the amount applicable in the circumstances of the case – *(tick this box if you think you are being asked to pay more than is required by law and explain why.)*

There has been a procedural impropriety by the enforcement authority.

(Tick this box if you believe that Stockport Metropolitan Borough Council has failed to comply with any requirement imposed by the Traffic Management Act 2004, by «Notice_Legal_Act». Please set out the statutory requirement, time limit or other procedural step with which you believe that the Council has failed to comply.)

Other Grounds. – *(If there are any other compelling reasons why, in the particular circumstances of the case, you consider Stockport Metropolitan Borough Council should cancel this Penalty Charge Notice and refund any sum already paid, please tick this box and set out these reasons overleaf.)*

Write your representations here

(Please continue on another sheet of paper, if necessary)

Ownership details:

I was not the owner/keeper of the vehicle on the date and time of detection because:

- I had sold the vehicle before the contravention:
- I bought the vehicle after the contravention:
- I have never owned the vehicle.

New or Former Owner's details:

Name:

Address:

.....

Post Code:

Date of Purchase/Sale

Please make sure you sign the following declaration if you want us to consider your representations

I confirm that the above representations are true to the best of my knowledge. I understand that knowingly or recklessly making a false statement may result in prosecution and a fine upon conviction of up to level 5 on the standard scale (currently £5000).

Signature: Date:.....

NAME (IN CAPITALS):..... Position in Company (If relevant):

Return completed Representation Form to:

- Post: Stockport Council – Parking Team, Stopford House, Stockport. SK1 3XE
- Email: parking@stockport.gov.uk
- Online at www.stockport.gov.uk/parking

Data Protection Information

Personal data has been collected in order to serve this Penalty Charge Notice and enforce the parking terms and conditions. As a contravention has occurred, your personal data may be collected, processed, shared and retained in order to carry out the performance of a public task and fulfil our legal obligations in the following ways:

- To request details of the registered keeper of the vehicle from the DVLA in order to pursue a Penalty Charge Notice.
- Shared with third parties for appeals and enforcement.
- Shared with the police or security organisations to prevent or detect crime.
- Shared with other departments within the Council or external parties for related enforcement purpose or as required to by law

Your Data Rights

In relation to the personal data which we may hold about you, you have the right to request to:

Be informed, have access or rectify incorrect information. You also have the right to object to or restrict our processing of your data.

Under Data Protection law we must verify your identity and explain to you our reasons if we do not agree to carry out your request.

Contact and Further Information

If you would like more information about how we use your data, please read our Privacy Policy online at www.stockport.gov.uk

Data protection questions or complaints about the way your personal data has been handled, can be made via email, dpa.officer@stockport.gov.uk or in writing to Data Protection Officer, Stopford House, Piccadilly, Stockport, SK1 3XE.

If you remain dissatisfied with the way your personal data has been handled, you have the right to complain to the Information Commissioner's Office at www.ICO.org.uk. This website also contains information on data protection and your rights and remedies.